

SUPERVISING COURT SYSTEMS ANALYST

DEFINITION

Under direction, plans, develops, coordinates and directs all data processing and computer based office services and functions for the Court, performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Supervising Court Systems Analyst is distinguished from a Senior Court Systems Analyst in that the latter may function as a team or project leader in addition to performing advanced journey level work in an area of specialization and the former has ongoing supervisory responsibilities for the all court information system functions.

ESSENTIAL FUNCTIONS

1. Assigns, supervises, and coordinates the development and implementation of the Court information systems function; reviews the latest technology to determine the feasibility of processing alternatives; analyzes costs and benefits of current and future information processing options; defines nature and scope of studies and projects; monitors and reviews progress of new systems and applications.
2. Trains, evaluates, and assists in the selection and discipline of employees; approves leave time and pay cards; coaches and mentors subordinate staff; determines and implements employee training schedules; discusses staff work performance with system users to ensure accurate assessment of employees.
3. Confers with management regarding operational problems and changes in policies and procedures; acts as technical expert in liaison with all court-related offices and other agencies that have access to the Court automated systems.
4. Handles the more complex problems or unusual situations; prepares program status reports and maintains statistical data.
5. Assists in the preparation of the court-wide automated systems budget; reviews and approves services and equipment billings; facilitates maintenance and equipment relocation and all necessary repair services.

6. Supervises the on-going software support for all installed software packages, court business applications and report generation and ad-hoc query tools; makes final determination of all application software, hardware, and connectivity systems; provides necessary technical support and training for installed software and equipment.
7. Manages contract services; reviews and negotiates the purchase and maintenance agreements on computer hardware, software and professional services; monitors contract performance and deliverables of computer projects contracted with outside vendors.
8. Serves as primary contact with other agencies regarding court automation projects; represents Court interests in joint technology projects sponsored by other agencies.
9. Evaluates existing and proposed administrative policies, techniques, and procedures; recommends and enforces new policies, procedures and organizational improvements; assesses and establishes training programs for court staff regarding new applications and equipment.
10. Provides vacation and temporary relief as required.
11. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in Information Technology or Computer Sciences or related field and five years of increasingly responsible and varied technical experience designing, integrating and supporting information systems including three years managing a major portion of a networked computer system and one year administering a Microsoft NT network or any combination of training and/or experience that could likely provide the desired knowledge and abilities, or one year of experience as a Senior Court Systems Analyst with the Superior Court of California, County of San Bernardino.

Knowledge of

Principles and practices of supervision including staff development and training; practices and techniques of budget preparation and administration; automated services and activities of a court; computer technology as applied to court operations, methods, and programs; court and courtroom procedures and processes; Code of Civil Procedure, Penal Code, Vehicle Code and other statutes relating to court procedures; modern office methods including use of personal computer and related software; legal terminology; principles of project management; current technology used for automated information storage,

processing and retrieval; network communications technologies; principles and techniques of computer programming and or systems analysis; principles of database design; mainframe technology; capabilities of available computer hardware including the functions and operations of computers with various capacities, commercially available software, and of computer networks; general principles of office automation; variety of operating systems and related software used by the department.

Ability to

Supervise staff; plan, direct and evaluate the work of staff; work under the pressure of deadlines, conflicting demands, and emergencies; establish and maintain working relationships with all levels of Court staff and members of the general public; select alternatives, project the consequences of proposed actions, implement administrative policies and work programs consistent with regulations and with Court policies and goals; understand, interpret, and apply laws and regulations; communicate orally or in writing; establish goals and plan work to accomplish those goals; analyze complex data processing problems, develop solutions, project consequences of alternatives, and implement solutions; write and present reports, proposals, conclusions and other information; gain cooperation through discussion and persuasion.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est.